



**Christchurch Junior School**

A member of Twynham Learning

## Governor allowances policy

**Last amended 24.10.15 by Sue Morris, Clerk (format change)**

**Reviewed and Approved by Finance and Staffing Committee  
13.03.18**

**Ratified by the Christchurch Junior School LGB 18.07.18**

**Next review date March 2021**

*This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.*

## **Governor allowances policy**

### **Purpose**

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

*The Education (Governors' Allowances) Regulations 1999* allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget.

1. Governors may claim allowance in respect of expenditure incurred whilst attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.
2. Governors may not claim for actual or potential loss of earnings or income.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.

### **Eligible Expenses**

Categories of eligible expenses are as follows:-

- Care arrangements: child care or babysitting expenses, where these are not provided by a relative or partner;  
Care arrangements for an elderly or dependent relative, where a relative or partner does not provide these;
- Telephone calls and postage;
- Travel;
- Subsistence;
- Support for governors with special needs (eg audio equipment);
- Support for governors whose first language is not English (translations and interpreters).

### **Allowance Rates**

Rates at which allowances are payable are as follows:-

- Care arrangements: actual and reasonable costs incurred;
- Telephone calls and postage: actual costs incurred;
- Travel rates: For approved Governor business (prior approval required by Chair or Head) in accordance with current LA mileage allowances;  
For public transport: actual costs incurred. However, where more than one class of fare is available the rate shall be limited to second-class fares;
- Subsistence: if additional expenses are incurred because work as a governor requires taking meals away from the school area, reimbursement will be made for the food/drink items bought on the day claimed.

### **Criteria for Claims**

- Travel to be authorised by either the Head or the Chair before departure.

- Claims should be submitted to the clerk to the governors, who will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the headteacher, within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, eg bus ticket, phone bill, taxi receipt, till receipt.
- In the case of phone calls, an itemised bill should be provided, identifying the relevant calls.

### **Financial Systems**

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

## Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?	Governor allowances policy
2. Upon whom will this impact?	Christchurch Junior School Governors

3. How would the work impact upon groups; are they included and considered?

<b>The Equality Strands</b>	Negative impact	Positive impact	No impact
Minority ethnic groups			√
Gender			√
Disability			√
Religion, faith or belief			√
Sexual orientation			√
Transgender			√
Age <small>(N/A to pre-school and school children)</small>			√
Rurality			√

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	√		
Gender	√		
Disability	√		
Religion, Faith or belief	√		
Sexual Orientation	√		
Transgender	√		
Age	√		
Rurality	√		

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by LGB 18.07.18

Comment by Headteacher: